

TOPIC 9 - MULTIPLE APPOINTMENTS

The purpose of this topic is to explain how to establish an employee who holds other appointments within the State of Missouri. Some employees may hold more than one position with the State of Missouri. The first, original appointment (position) with the State of Missouri is considered to be the employee's primary appointment. If the employee is hired with another agency while still holding their primary appointment, then the second position is considered to be the employee's secondary appointment.

In some cases, an employee may terminate their primary appointment with the State of Missouri. If the employee still holds their secondary appointment then this appointment needs to be moved to the employee's primary appointment. We will cover this scenario as well.

At this end of this topic, you will be able to:

- Establish an employee who holds multiple appointments with the State of Missouri.
- Understand how to move the employee's secondary appointment to the employee's primary appointment.



MULTIPLE APPOINTMENTS

Primary Appointment
April Summers
OA/Division of Personnel
Personnel Analyst I

Secondary Appointment
April Summers
Dept.of Social Services
Clerk Typist I



NOTES

NOTE: The sub-title of an employee that has or has previously had more than one appointment with the State of Missouri must be 1M. As of March 22, 2001 a process is not in place to allow the sub-title to be changed back to what it should be and the employee still be paid correctly. Therefore, the employee will still have to have FLSA and State compensatory time calculated manually. After taking this course contact OA/Personnel to find out if a process has been put into place to where the sub-title can be changed back to what it should be when the employee has only one appointment currently with the State of Missouri.



ESTABLISHING MULTIPLE APPOINTMENTS

When an employee is hired within the State of Missouri, an Employment Status Maintenance (ESMT) transaction is completed. If the employee did not let the hiring Agency know that he/she holds another appointment with the State of Missouri, then when updating the ESMT the hiring Agency will receive an error message that reads “ACTION NOT AUTHORIZED” or “DUPS EXISTING APPT”. This error means that the employee is currently associated with another Agency. The hiring Agency will need to verify if the employee is currently working for the State or has previously worked for the State. If the employee notifies the hiring Agency that he/she holds another appointment with the State of Missouri, then the hiring Agency will need to establish this position as a secondary appointment.

When an employee holds multiple appointments, all automatic compensatory time (FLSA and state) accruals must be turned off. Any compensatory time accrued in either position would need to be entered on a timesheet using the appropriate accrual event codes. This process is discussed in the Timekeeping for Multiple Appointment topic in the Time and Leave manual.

If the employee does hold another appointment with the State of Missouri, then after completing the ESMT to establish the appointment, Non-UCP Agencies need to notify OA/Division of Personnel that they have established a multiple appointment. OA Personnel will then work with the Agency holding the primary position so that all automatic compensatory time accruals have been turned off. Since OA applies the final approvals on ESMT's for UCP Agencies, they will coordinate notifying the primary appointment Agency automatically. If both appointments are within the same Agency, then ESMT's updating both appointments can be completed by the Agency and routed through their normal approval process.

NOTE: If the hiring Agency does not contact OA/Division of Personnel to set up the employee's FLSA and Client profiles then the employee WILL NOT receive a paycheck or will receive an inaccurate paycheck.

The following scenario describes how to set up an employee who holds another position with the State of Missouri.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

ADVANTAGE Desktop - DA110 - [Employment Status Maintenance]

File Edit Display Process Window Help

Employee ID: 010 - 51 - 0001 Appointment ID: 2 Alternate ID:
 Prefix: First: APRIL Middle: Last: SUMMERS Suffix:
 Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 010	Organization: 2025	EEO Full-time: <input type="radio"/> Yes	Union Member: <input type="radio"/> Yes
Position Number: IN5w001	% Full-time: 1.0000	<input type="radio"/> No	<input type="radio"/> No
Table Driven Pay: <input type="radio"/> Use Table	Step:	<input checked="" type="radio"/> N/A	<input checked="" type="radio"/> N/A
<input checked="" type="radio"/> Do Not Use Table		Union Affiliation:	
<input type="radio"/> Selection Required			

Application Information

Applicant ID: Job Notice ID:

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ESTABLISHING A MULTIPLE APPOINTMENT

Your Agency has hired April Summers for a part-time position. April has let you know that she is currently working for OA/Division of Personnel. You will need to complete an ESMT for this employee and confirm all of the employee's attributes and set up any deductions and benefits for this new position.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

ADVANTAGE Desktop - OA110 - [Employment Status Maintenance]

File Edit Display Process Window Help

Employee ID: 010 - 51 - 0001 Appointment ID: 2 Alternate ID:

Prefix: First: APRIL Middle: Last: SUMMERS Suffix:

Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 010 Organization: 2025 EEO Full-time: ☐ Yes ☐ No ☒ N/A Union Member: ☐ Yes ☐ No ☒ N/A

Position Number: IN5w001 % Full-time: 1.0000

Table Driven Pay: ☐ Use Table ☒ Do Not Use Table ☐ Selection Required

Step:

Union Affiliation:

Application Information

Applicant ID: - - Job Notice ID:

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NOTES



ESTABLISHING A MULTIPLE APPOINTMENT

In order to establish a multiple appointment for an employee, we must first establish the employee in the system.

Step 1 To open the ESMT from the SAM II HR/Payroll System Desktop Navigator window, click on the Go To icon. Type ESMT in the “CODE”. Click on the Open button.

Step 2 Complete the following required fields in the Header portion of the ESMT.

EMPLOYEE ID – Required. Enter the employee’s social security number.

Select **Display: Browse Data**.

If you receive the error message “INVALID EMPLOYEE ID”, this tells you that the employee is not in the SAM II HR/Payroll system.

If you receive the error message “ACTION NOT AUTHORIZED”, this tells you that the employee is currently in the SAM II HR/Payroll system. The employee may not be currently employed by the State of Missouri but has previously worked for the State of Missouri.

APPOINTMENT ID – Required. When processing a secondary appointment, a **NUMERIC** character must be entered to differentiate the two appointments that the employee holds.

FIRST – Required. Enter the employee’s first name.

LAST – Required. Enter the employee’s last name.

EFFECTIVE DATE – Required. Enter the date (mm/dd/yy) the employee information is effective.

ORIGINAL APPOINTMENT DATE – Required. Enter the date (mm/dd/yy) of the employee’s initial employment with the state. This is not a calculated date, as breaks in service are not considered.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

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Prefix: First: APRIL Middle: Last: SUMMERS Suffix:

Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 010 Organization: 2025 EEO Full-time: ☐ Yes ☐ No ☒ N/A Union Member: ☐ Yes ☐ No ☒ N/A

Position Number: IN5w001 % Full-time: 1.0000

Table Driven Pay: ☐ Use Table ☒ Do Not Use Table ☐ Selection Required Step: Union Affiliation:

Application Information

Applicant ID: Job Notice ID:

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ESTABLISHING A MULTIPLE APPOINTMENT

Step 3 Complete the following fields on the Job Assignment panel.

PERSONNEL ACTION – Required. Enter the appropriate personnel action code.

PERSONNEL REASON – Required. Enter the reason code for the personnel action.

JOB STATUS – Required. Enter the job status code to indicate the status of the employee's appointment (i.e., temporary, probationary, etc.).

EMPLOYMENT STATUS – Required. Enter the employee's employment status code. A code of "1" indicates an Active Employee.

AGENCY – Required. Enter the code for the agency to which the employee reports.

ORGANIZATION – Required. Enter the code for the organization to which the employee reports.

POSITION NUMBER – Required. Enter the appropriate position number.

% FULL-TIME – Required. Enter the percent of full-time the employee works in this position.

TABLE DRIVEN PAY – Required. If "Use Table" or "Do Not Use Table" was selected on the Position Status Maintenance (PSMT) window, the information will infer from the PSMT. The "Use Table" option indicates that the employee's base pay is table-driven (tied to a pay grid), such as UCP grid A, Highway Patrol grid D, Conservation grid, etc. If "Determine by Employee" was selected on the PSMT, the "Selection Required" field will infer on the ESMT, prompting the user to choose either "Use Table" or "Do Not Use Table," whichever is applicable.

STEP – Conditional. Enter the employee's pay step code if "Use Table" is selected under "Table Driven Pay"; otherwise this field is optional.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

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Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Dates

Probation Start	12 / 30 / 00	Probation End	05 / 30 / 01
Pay Progression Start	/ /	Time Limit Control	/ /
Benefits Progression Start	04 / 17 / 00	Leave Progression Start	04 / 17 / 00

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ESTABLISHING A MULTIPLE APPOINTMENT

Step 3 Continue to populate the following fields on the Job Assignment panel.

EEO FULL-TIME – Required. Select **N/A** if there is a secondary appointment ID in the “Appointment ID” field, as EEO information is reported only on the primary appointment. Default is N/A.

Step 4 Complete the following fields on the Dates panel.

PROBATION START – Conditional. Required if Probation Required Flag on the Personnel Action (PACT) window for the specified Personnel Action is Yes; otherwise, this field is optional. Enter the start date of the employee's probation period, if applicable.

PROBATION END – Conditional. Required if Probation Start Date is entered; otherwise, leave blank. Enter the end date of the employee's probation period, if applicable.

BENEFITS PROGRESSION START – Required. This field will be used to determine employee eligibility for the MO State Employee Deferred Compensation (with match). SAM II will subtract the Benefits Progression Start date from the active pay period end date to determine if an employee qualifies for a match. (Pending 1 year of continuous state service). This process will enroll the employee into this benefit match program. For employees with a break in service, agencies will need to calculate and enter the appropriate benefit progression start date.

LEAVE PROGRESSION START – Required. Enter the date (mm/dd/yy) that begins the counting period for an employee's leave tenure. If an employee has never worked for a state agency, this would be their initial start date. If an employee has previously worked for the state, this date must be a calculated date that includes prior state tenure. For prior continuous service, enter the initial employment start date; for prior service, which included break(s), this date is calculated by subtracting the break period(s) from the total service.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

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Prefix: First: APRIL Middle: Last: SUMMERS Suffix:
Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Position Attributes

Payroll Number: 010 Title: A00028 Sub-title: 1M Assignment Type:
Pay Class: PUS Time Class:
Civil Service Status: NUCP ☒ Permanent
☐ Temporary
☐ None

Overrides

Grade:
Pay Policy: Leave Policy: NOACC Benefits Policy:
FLSA: ☒ Exempt ☐ Non-exempt ☐ No Override FLSA Profile:

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ESTABLISHING A MULTIPLE APPOINTMENT

Step 5 Update and verify the fields on the Assignment Attributes panel.

PAYROLL NUMBER – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's payroll number code to override the Payroll Number inferred from the PSMT.

TITLE – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's title code. The title input must be either identical to the title on the PSMT or in the same “Title Category” in which the title from the PSMT resides. Valid values are located on the Title (TITL) window.

SUB-TITLE: Required. Replace the current sub-title with **1M.** **ALWAYS** use this sub-title. This is the sub-title that has been created for multiple appointments.

The 1M sub-title has been established with a Pay Policy, Leave Policy, and Deduction(Benefits) Policy of STAND. If the employee is eligible for a Pay, Leave, or Deduction(Benefits) Policy other than STAND, this would need to be changed in the appropriate field in the Overrides area.

PAY CLASS – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's pay class code (i.e., hourly/positive pay, salaried/exception pay, etc.) to override the pay class inferred from the PSMT. Valid values are located on the Pay Class (PYCL) window.

Overrides View

PAY POLICY: Enter a value in this field if the employee is eligible for a Pay Policy that is **not** the STAND pay policy.

LEAVE POLICY: Enter a value in this field if the employee is eligible for a Leave Policy that is **not** the STAND leave policy.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

ADVANTAGE Desktop - OA110 - [Employment Status Maintenance]

File Edit Display Process Window Help

Employee ID: 010 - 51 - 0001 Appointment ID: 2 Alternate ID: []

Prefix: [] First: APRIL Middle: [] Last: SUMMERS Suffix: []

Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Position Attributes:

Payroll Number: 010 Title: A00028 Sub-title: 1M Assignment Type: ☒ Permanent ☐ Temporary ☐ None

Pay Class: PUS Time Class: []

Civil Service Status: NUCP

Overrides:

Grade: []

Pay Policy: [] Leave Policy: NOACQ Benefits Policy: []

FLSA: ☒ Exempt ☐ Non-exempt ☐ No Override FLSA Profile: []

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Prefix: [] First: APRIL Middle: [] Last: SUMMERS Suffix: []

Effective Date: 12 / 30 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 12 / 30 / 00

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Certificate Number: [] Certificate Date: [/ /]

Remarks:

EMPLOYEE HOLDS A PRIMARY POSITION WITH OA PERSONNEL

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ESTABLISHING A MULTIPLE APPOINTMENT

Step 5 Continue to Update and verify the fields on the Assignment Attributes panel.

BENEFITS POLICY: Enter a value in this field if the employee is eligible for a Deduction Policy that is not the STAND deduction policy.

FLSA: Select the **EXEMPT** option. **ALWAYS** select the **EXEMPT** option.

Remember that when you update the ESMT, all of the applicable position information is inferred from the PSMT.

Step 6 Enter any pay events associated with this position on the Pay Parameters panel.

Step 7 Populate the following field on the Certificate/Remark panel.

REMARKS –Required. Enter remarks to record the position that the employee currently holds.

Step 8 Complete the normal editing and approval process.

Step 9 Non-UCP Agencies Only—Notify OA Division of Personnel that you have established this multiple appointment. They will coordinate changing the primary appointment information with the Agency that holds that primary appointment.

Primary Appointment Agency

The primary appointment Agency would update an ESMT for that employee changing the information on the ASSIGNMENT ATTRIBUTES panel in the same manner as the secondary appointment.

If the same Agency holds both the primary and secondary (or all multiple) appointments, they can complete an ESMT for each appointment to establish and update the appropriate information.

NOTE: If the federal and state compensatory processes are set in both positions so that accruals are automatic, the employee **WOULD NOT receive a paycheck after payroll is run.**

MOVING A SECONDARY APPOINTMENT TO A PRIMARY APPOINTMENT



NOTES

NOTE: The sub-title of an employee that has or has previously had more than one appointment with the State of Missouri must be 1M. As of March 22, 2001 a process is not in place to allow the sub-title to be changed back to what it should be and the employee still be paid correctly. Therefore, the employee will still have to have FLSA and State compensatory time calculated manually. After taking this course contact OA/Personnel to find out if a process has been put into place to where the sub-title can be changed back to what it should be when the employee has only one appointment currently with the State of Missouri.



MOVING A SECONDARY APPOINTMENT TO A PRIMARY APPOINTMENT

When an employee who holds multiple appointments terminates employment from their primary appointment, the secondary appointment needs to be changed to become their new primary appointment. Also, if a secondary appointment's FTE percentage is greater than the primary appointments FTE, the primary appointment and secondary appointment need to be switched. For example, Jenny Grant resigns her primary appointment with OA/Division of Personnel, but keeps her secondary appointment with Social Services. This makes Social Services her primary appointment. Social Services will need to change Jenny's information in the SAM II HR/Payroll system.

Step 1 Social Services would need to complete an ESMT as outlined in the Rehiring an employee that terminated from another agency or Rehiring an employee that terminated within the same agency Policy and Procedure. This process would move Jenny's secondary appointment to her primary appointment.

As a result of this change, Jenny only has one appointment with the State of Missouri. The sub-title on her Social Services position would remain 1M and all FLSA and State compensatory accruals would need to be calculated. Timekeepers would manually calculate and accrue compensatory time even though Jenny has only one appointment with the State of Missouri. They would enter time for Jenny the same as they had when she was a multiple appointment employee.

Step 2 Once the ESMT has been processed and approved, the Leave Balances that need to be brought over from Jenny's secondary position would be processed through Leave Accrual (LEAV) documents. Social Services will need to process a LEAV document with negative accruals to subtract the hours from the secondary Appointment ID and another LEAV document will need to be processed to accrue the employee's time to the new primary appointment. Since Jenny will not lose Sick Leave, the Sick Leave balance from Jenny's secondary appointment will add to her Sick Leave balance in her new primary appointment. Listed below are the appropriate leave event codes to transfer leave balances:

SLXFR	TRANSFER OF SICK LEAVE
SCXFR	XFR STATE COMP TO PRIMARY JOB
HCXFR	XFR HOL COMP TO PRIMARY JOB
FCXFR	XFR FED COMP TO PRIMARY JOB
ALXFR	TRANSFER OF ANNUAL LEAVE

MOVING A SECONDARY APPOINTMENT TO A PRIMARY APPOINTMENT



NOTES

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MOVING A SECONDARY APPOINTMENT TO A PRIMARY APPOINTMENT

Step 3: You will need to do the following for the employee's deductions and benefits.

- Confirm that all the employee's personal information, deductions, and benefits that were valid for the employee's original primary appointment apply to the "new" primary appointment.
- Establish any new deductions and benefits that the employee wants.
- Expire all of the deductions and benefits from the secondary appointment.

How to establish deductions and benefits for an employee will be covered in the Deductions and Benefits course. Refer to the Policies and Procedures for enrolling employees into benefits and establishing their deductions.



TESTING YOUR KNOWLEDGE

- 1) If an agency is hiring an employee that currently works for the State of Missouri, what value is entered in the Appointment ID field?

- 2) What will happen to the employee's paycheck if the hiring Agency does not contact OA/Division of Personnel to coincide the employee's sub-titles on both appointments?

- 3) If an employee terminates their primary appointment with the State, what has to happen to the employee's secondary appointment?